STARS DUI Provider User Manual

This manual is intended to be used for those providers who offer DUI course (s) to their clients. Clients being entered into STARS for this information do not require an ADA admission record or Income Record. However providers must assign a unique ID number and complete the Client Information screen for these DUI clients.

The following sequence of screens for completing/entering the DUI information is being recommended. The first step is to log into STARS and click on the Provider link under the Action menu to access the Provider list screen.

Provider List Screen

1. Providers menu is accessed by clicking on "Providers" under the "Actions" tab.

2. Double clicking on the Provider Name will open the "Provider Information Screen" which will give you access to the eight tabs below.

1. Double click on the DUI Instructor tab which will allow you to enter the agency's DUI instructors and the following screen will open. THE USER WILL NEED ADMINISTRATIVE PERMISSION TO ADD DUI INSTRUCTORS.

Provider's ADA DUI Instructors

Last Name	First Name	Email Address	Active

Click icon 📝 to select an Instructor | Show In-Active | → Add | Cancel |

2. Click on the "Add" tab and the below screen will open up where you can enter the DUI Instructors for your agency.

Provider's ADA DUI Instructors

Counselors: [_____ ▼]

First Name [_____]

Last Name [_____]

Email [_____]

DUI Certified Instructor ☐

Active ☐

| Save | Cancel |

3. You can either select Instructors from the CD counselor drop down list or you can add DUI Instructors manually in the fields above.

4. Once you enter the information for each DUI instructor, click on the "Save" tab. If the instructor is a DUI Certified person, this can be identified by checking on the DUI Certified Instructor box above.

PROVIDER ADA DUI INSTRUCTOR LIST SCREEN

	Provider Info	Provider's Satellite Office(s)	Provider's Medicaid #	Provider's Capacity Info	Provider's ADA Counselors	DUI Instructors	DUI Classes	Provider's Logo

Provider: Human Services Center Adult Chemical Dependency Treatment Program - Gateway

Provider's ADA DUI Instructors

	Last Name	First Name	Email Address	Active
📝	Doe	Jane		☑
📝	Doe	John		☑

4. After you enter all of your DUI instructors, they will be listed on the above screen where you can edit the information or place the person on Inactive status if needed. Once the person is entered, the person cannot be deleted.

DUI CLASS SCREEN

	Provider Info	Provider's Satellite Office(s)	Provider's Medicaid #	Provider's Capacity Info	Provider's ADA Counselors	DUI Instructors	DUI Classes	Provider's Logo

Provider: Human Services Center Adult Chemical Dependency Treatment Program - Gateway

Provider's ADA DUI Classes

Course Begin Date	Course End Date	Course Name	Number of Course Sessions	Number of Course Hours

1. The next step in entering the DUI information is to open the "DUI Classes" tab above which allows the provider to enter class information for the DUI course currently being/or was recently provided in the screen below.

Provider's ADA DUI Classes

Course Begin Date [   ]
Course End Date [   ]

Course Name [   ]
Number of Course Sessions [   ]
Number of Course Hours [   ]

Instructor [▼]
Instructor [▼]
Instructor [▼]

[Save] [Cancel]

DUI CLASS SCREEN

2. In the above screen <u>enter the information after the DUI course has been completed by the client</u>. Please be sure to enter the official or published name of the DUI course that the agency is using . Avoid using different names for the same DUI course.

3. After the information is entered, click on the "Save" tab.

DUI CLASS LIST SCREEN

4. Each Class information will have a individual record listed on the above screen for the agency record and these records can be deleted by clicking on the trash can icon in front of the record.

After the DUI Instructor Screen and the DUI Class Screen have been completed, the next step in entering the DUI information is to enter the individual client into STARS on the Client Search Screen. Once you click on the add tab, you will be required to complete the "Client Information" Screen and then Save.

The tabs on top of the Client Information screen list ADA I and ADA II tabs..

1. To access the DUI client information screen, tab on the ADA I tab above

2. By clicking on the ADA I tab, this will allow access to the DUI tab above where the individual client information can be entered into the screen below. Click on the "Add" tab at the bottom of the screen to open the screen below.

CLIENT DUI COURSE INFORMATION SCREEN

3. If the weekly income in not available or the client refused to give this information, enter 0 (zero) for this field.

CLIENT DUI COURSE INFORMATION SCREEN

4. If the agency completes the SASSI on the client, enter the information in the required fields above. If the SASSI is not completed, this section can be left blank.

5. Continue completing the above fields and if the reason for the Court Order is not listed on the dropdown, click on "Other" in the "Reason for Court Order" drop down and specify the other reason in the text box field above.

Client Required to participate in any of the 24/7 Sobriety Program or Mandatory Testing   ⦿ Yes   ○ No

If so, which ones (check all that applies):   At least one of the following required field if Yes above

Twice-a-day breath Test	☐	Random UAs	☐
Drug Patch	☐	SCRAM (ankle monitoring bracelet)	☐
Interlock Car Ignition System	☐	Other	☐

Explain Other: # of Characters left in Textbox   500

6. If the client is participating in the 24/7 Sobriety Program or other mandatory testing, then mark "Yes" and check the appropriate box (s) above. If the specific reason is not listed, then click "Other" and complete the "Explain Other" text field above.

Course Information:

Provider DUI Course Listing

Fail to Stop - From: 05/08/08 To: 05/15/08
Change Company - From: 05/01/08 To: 05/07/08

Course Name

Number of Course Sessions		Number of Course Hours	
Instructor			
Instructor			
Instructor			
Pre-Test Score	%	Post-Test Score	%

Completion Status

[Check Spelling]   [Print]   [Save Pending]   [Save]   [Cancel]

7 <u>The Provider Course Listing information will appear if you entered this information on the DUI Course information Screen under the Provider tab as described earlier.</u> By clicking on the course the client attended, the fields on the Following screen below will be populated automatically so the provider does not have to enter this information in these fields.

Course Information:

Provider DUI Course Listing
Change Company - From: 05/01/08 To: 05/07/08

Course Begin Date	5/1/2008	Course End Date	5/7/2008
Course Name	Change Company		
Number of Course Sessions	2	Number of Course Hours	12.0
Instructor	Doe, John - DUI Certified		
Instructor			
Instructor			

| Pre-Test Score | 78 % | Post-Test Score | 95 % |

| Completion Status | Completed ▼ |

| C̲heck Spelling | P̲rint | | Save Pe̲nding | S̲ave | C̲ancel | ▼ |

8. To complete the Client DUI information screen, enter the Pre and Post test scores and then complete the "Completion Status" field. Once this is entered, click on the "Save" tab and the record will be finalized provided there are no Incomplete fields on the screen.

9. If for some reason, all of the information cannot be entered on this screen when entering this information, the screen can be placed in "Save Pending" so the information can be entered at a later time.

| ADA Adm Info | ADA Trsfr Srv Lvl | ADA Discharge Info | ADA Disch Ltr | DUI |

Unique ID: 035001021956MCO Local ID: 427 First Name: Susan MI: Last Name: Toyota
MH: Adm Date: ADA: Adm Date: 5/1/2008 Provider: Human Services Center Adult Chemical Dependency Tr ▼

				Course Begin Date	Course End Date	Course Name	Number of Course Sessions	Number of Course Hours	Completion Status	Date Form Completed
📝	🖫	🗑	🔗	5/1/2008	5/7/2008	Change Company	2	12.0	Completed	5/27/2008

10. Once the information is saved the record will appear on the DUI Client Course Screen where all previous DUI courses the client completed will be listed on this screen. <u>Please do not delete these records because this is where DUI reports will pull their information from.</u>